SSIS Mentor Meeting

October 19, 2004

Topic	Discussion	Action Item
Welcome	Maureen welcomed all mentors and introduced the presenters. Clocks were handed out to new mentors. If you have not gotten your clock for being a mentor, please contact Maureen.	*maureen.zinda@state.mn.us*
Placement	Brian Doerner trained Version 3.8's redesigned Placement module. Some important comments raised during the training include: • *Absence* means a run or unauthorized leave from placement. • Request for a log that reflects the changes to placement setting. **When you have the Changed Placement tab selected, this log is available.** • Request for an edit in Data Cleanup when the placement setting is set at Pre-Adoptive setting to open A/G workgroup. **We are unable to request this as an enhancement because the Data Cleanup function is related to AFCARS and this request is not AFCARS related.** • Can you start a continuous placement without a provider? **Yes, but you will be asked to complete the placement record for AFCARS in the Data Cleanup.** • How will conversion happen around placements? **Placements will convert well to Version 3.8. The information will fill into the related areas on the appropriate screens.**	

Difficulty of Care (DOC)	Noreen Koch-Myer demonstrated the new DOC function. This function does not replace determining the DOC assessment first. This screen is to record the decision that was made. Some of the questions that came up were: • DOC points will import into CSIS in a future build. • Could DOC autofill into the letter to the parents and foster parents? **Not at this time because this screen is a standalone function. Information does not get sent anywhere. The Federal Government wanted it displayed.**	
	• Where is the State on the new DOC form? **The State continues to require the DOC assessment tool found in Rule Sec. 9560.0654 which is the current document. For the past several years DHS has evaluated another tool to assess both the child's needs and the providers' interactions (CNPI). CNPI is currently being piloted. For more information contact call Deborah Beske-Brown at 651-296-4309.**	Per Deborah Beske-Brown, DHS Children's Services
	• There will not be any **<u>new</u>** alerts or reminders in Version 3.8. Please e-mail any requests for Alerts/Reminders to the Help Line.	**Enhancement request entered**
	• Make sure there is a "0" (zero) available to enter for zero DOC points. This may be used to indicate the client doesn't qualify for any points or that the points have been reduced.	**Enhancement request entered**
	• Offer on-line help about the DOC ratings on the screen.	**Enhancement request entered**
SELF issues	Mentors raised questions and asked for clarification regarding the SELF program that confuse them: • DHS is currently getting the information about SELF from the SSIS database and from private agencies. Counties still are required to enter the information into the report. • Will there be a SELF node under the client now? **No.** • Will the ALS workgroup still have to be created? **Yes.** • The ALS plan has been attached to the new OHPP so that it is available for the clients that are 14 and older. • This ALS plan also is available from Chronology and would be used from there if the child was not currently in placement.	

Adoption	Lisa Litchfield talked about Adoptions and Version 3.8. • The reports will be submitted electronically to DHS instead of being mailed. • The Adoption node is now attached to the client instead of the placement. • Counties are responsible for filling out the information for Public/Private Agency Initiatives. • Private agencies are responsible for submitting their own information.	
Statewide Case Access	Lisa talked about the new Statewide Case Access function. Here are her key comments: • The client must be cleared to SWNDX to be accessed. • Which clients would show on the tab in State Detail? Cleared and uncleared clients would show up. • There is a security function related to this called Copy Clients from Remote County.	
Data Clean up	Beth Sahr presented the new Data Cleanup function for Version 3.8. The Data Cleanup function replaces View Missing Data in the application. It is available at the Workgroup and the Client folders. Some of the features include: • The ability to go right from the item needing an update to the field and screen to complete the action • The opportunity to enter information when you see the need • The information for AFCARS and NCANDS is kept in compliance.	
Professional Collateral & Merge	Noreen reported that a new Professional Collateral feature called Merge is being developed for Version 3.8 release. She was unable to show the functionality because it was in the early stages of development. Some of her important points included: • This function will allow counties to clean up any Professional Collaterals that are duplicated in the system due to multiple entries of the same person. • Once the duplicates are identified, the person with the Merge Professional Collateral security function is able to combine the same Professional Collaterals together into one record.	

Licensing Interface	Noreen presented information about the new functionality that allows staff to view child maltreatment offenders from DHS-licensed facilities on SWNDX. This is valuable information for reviewing applications from persons interested in becoming a licensed provider for the county agency.	
Child Well Being (CWB) & CMH screening indicator	Beth Dewyre presented information regarding these two new features for Version 3.8. Policy on both was included in the handouts. Important information included: • The CWB tool functions like an SDM tool. It is completed in the same manner. This tool replaces the Edocs form. • The CMH screening indicator screen is used to record that the screening was done or couldn't be done and reason. • Request that the Interagency Early Intervention and Coordination (IEIC) referral be added to Documents in chronology.	**Enhancement request entered**
Programs & Services	Maureen gave an overview of Programs and Services redesign in the new architecture. Some of the high points were: • Counties will be able to add sub-services to already-established services and include all programs at one time. • Counties will be able to hide activities so that their counties don't have to use them. • SSIS creates and maintains the list of activities. Counties can add those activities to services and sub-services. • Programs and Services are accessed from the new architecture (treeview). • The sub-service field can be required if the county chooses. • Programs and Services will affect Staff Activity and Service Agreements because the sub-service field will be added to those screens.	

Fiscal Prep	Mary Klinghagen summarized the Fiscal preparation handout. The handout is on the web and is called Fiscal Planning document. High points were: • Chart of Accounts will allow counties to get BRASS numbers at any time because they will be available in Contact Activity and Service Agreements. • Providers, vendors and Business Organizations are all the same in Version 3.8. Vendors have vendor numbers, providers no longer exist, and all are called Business Organizations. • Merging vendors will be an county important cleanup function. • Vendor import will be on a nearly real time basis. • Counties will have to add previously-added sub-services after Program and Services is installed.	*http://www.dhs.state.mn.us/main/groups/county_access/documents/pub/dhs_id_029500.pdf*
Business Organization	Beth Dewyre presented information regarding the new Biz Org changes: • There will be no provider entry in Worker application after Vendor Import has been turned on in the counties. Provider Entry will be done in Fiscal and by Accounting. • Counties must clean up their vendors with the Merge process before Vendor Import can be turned on. • Reports will be sent to counties to assist in the cleanup. • Ability to search for vendors with missing AFCARS information • New address screens with non-parsed addresses.	
Q&A	The questions raised and their answers have been summarized into a Q & A document that begins on page 6.	Mentor meeting questions to re...
Next meeting	January 13, 2005, Little Falls, MN (Morrison County Courthouse)	

Questions and Answers
from the 10/19/04 Mentor Meeting

1. Can we pick and choose our information for Chart of Accounts (COA) info?
A: Yes, you will be able to customize your conversion of COA and you will have a year to work on it.

2. What happens to old Service Agreements that were created and then the county stopped using them? What happens to those Service Agreements at V3.8's installation?
A: They remain in the database until Fiscal is released statewide in 2006. There will be a conversion when Service Arrangements are available in Fiscal.

3. With the new OHPP, can we use the Copy Plan function in Version 3.8?
A: Because the OHPP is totally new, you will not be able to copy previously-created plans. You will have to start a new plan when you need to review but you can still copy and paste information into the new plan. It is important to make sure all of the fields in the application are completed to take full advantage of the autofill function.

4. How do I get to the Business Organization search? Is this the same as the current Provider search?
A: In the current Version 3.7, you have a couple of ways to search for a Business Organization. One is **File>Find>Business Organization.** The other is to click on the **Business Organization** icon on the toolbar. A separate Provider search is no longer available in V3.8. It has been incorporated into the Business Organization search.

5. Can there be some way to search for red-flagged Intakes without having to pull up all completed workgroups? Workers regularly forget to complete their intakes.
A: Yes, by sorting by Workgroup Needed column on the Intake Log, or by filtering by **Status: Pending** on the Intake Log.

6. Will SSIS be able to incorporate the OHPP into the Report to Court form?
A: The Report to Court form found in Chronology specifically includes all the requirements per Supreme Court Rule. The OHPP includes all the statutory requirements for that plan. Since these requirements are different, we can not combine the forms or make the Court report acceptable as the OHPP.

7. Will we be able to disable vacation or sick leave activities in Admin?
A: Yes, with the new Programs and Services redesign you will be able to "hide" the activities that you don't want your workers to use.

8. Is there a way in Staff Activity to indicate if you want your activity to be billed to MA (i.e., CW-TCM claim), and have it chosen by worker so case note documentation has the detail to support an MA claim?
A: No, and there is no plan at this time for this feature. The recommendation for case notes is that social workers follow best practice for quality case notes on all significant case notes. The CW-TCM claim will then be adequately covered.

9. Will we be required to use Service Arrangements by a certain date? If yes, would that be with Version 4.0 or Version 3.8?
A: Version 4.0 will contain the redesigned Service Arrangement. That version is expected to be

released statewide in January 2006. Service Arrangements must be used for Child Welfare in Version 4.0. We believe counties will want to use Service Arrangements because the Service Arrangement is a template for making payments (many fields will autofill from the Service Arrangement) and can also be used for budgeting. Maximums can be set for individual Service Arrangements or for a group of Service Arrangements.

10. We need more alerts and reminders, and they need to work. Our social workers have so many date/time compliance issues that it is important that this function be complete and working. How many alerts and reminders will there be reflecting the new features?
    A: There are no new alerts or reminders in Version 3.8. SSIS would like to know from counties exactly which work requirements would most benefit from these.

11. Can Adoption begin during CW/CP workgroups or is it limited to Adoption/ Guardianship? If Adoption can start in CW/CP, will it transition now that it is not attached to a placement?
    A: Yes, you are still able to begin Adoption in the CW/CP workgroup and then associate the Adoption workgroup with the placement and add the child into the Adoption workgroup. In Version 3.8 the adoption information can be viewed for the child in any workgroup, as well as at View Cnty Detail since the adoption node is now child-specific and not workgroup-specific.

12. Will there ever be a report under General Reports that will identify all children in the county who are eligible for SELF?
    A: A report is in the priority mix for Version 3.8 that will identify potentially eligible SELF clients with this criteria:
    - Currently open
    - SELF client data report for a certain year
    - All clients age14 thru 20 who have had at least one day in placement on or after the 14^{th} birthday.

13. Will we be able to print a placement history report from Client search without having to open the workgroup?
    A: Yes, from Client search:
    1. Highlight name result in the grid.
    2. From **Action,** select **County Detail.**
    3. Click on **Placements/Locations/Absences.**
    4. From the grid on the right, right-click and select **Grid Options**, **Print grid**.

14. Are you importing the IV-E basic eligibility month from MAXIS which is different from the IV-E reimbursable months?
    A: We are importing the IV-E basic eligibility month from MAXIS.

15. How do you find timeliness errors?
    A: Children in Placement by Date Range report is a report that can be pulled by social workers and supervisors. This report identifies all the children in placement during the time selected. Workers can review this weekly to keep up on placements that have ended and need to be discharged.

16. Do auditors require a paper version of DOC assessments?
    A: SACWIS <u>requires</u> that DOC assessments be done in the SSIS system. Social workers need to enter a description of the child's specific behaviors and conditions in the Comments section. SSIS will clarify this by changing the Comments label to <u>Describe Behaviors and Conditions.</u>

Social workers should use either SSIS Help text or a hard copy from E-docs for reference concerning the type of behaviors and conditions that typically receive certain levels for DOC. The specific child's circumstances must be documented on the SSIS DOC screen.

17. Will SELF reports be pulled to issue reimbursement?
    A: Yes, information from the SELF reports on SSIS is captured by DHS staff. The results are reported to Claire Hill, DHS SELF Program Coordinator. Private agencies must continue to send paper copies to Claire Hill since they do not have access to SSIS.

18. Why is the petition filing date required for IV-E?
    A: The petition filing date establishes the eligibility month in which the AFDC relatedness determination is made. That is really the only significance of the petition.
    The first court order (not petition), which must occur within 180 days of placement, must include a best interest or contrary to the welfare judicial determination, followed by a reasonable efforts to prevent placement determination within 60 days. If these judicial determinations are not obtained or are not obtained in a timely manner, there is no IV-E reimbursement for the child.

19. Will there be a copy feature of the DOC letter?
    A: No, but you could edit the letter and add additional children if they are at the same placement and you have assessed the same point level for each child.

20 When would a worker select Other Non-Relative?
A: When the relationship is significant but not related (e.g., Godparent, neighbor, a very good friend of the parents).

21 Should AR offenders who were substantiated in the past be denied daycare licenses? Should they be denied for LNL daycare? FC?
A: One clarification is that for an AR maltreatment intake there is no maltreatment determination at all unless the track is switched to Traditional approach. Please contact Molly Kelly at DHS Licensing Division (651-296-3768) for information about licensing questions regarding this issue.